

DEPARTMENT OF THE ARMY
HEADQUARTERS, WALTER REED ARMY MEDICAL CENTER
6900 Georgia Avenue, NW
Washington, DC 20307-5001

Nursing Policy

23 July 2005

Scope of Patient Care and Service

1. UNIT TITLE: WD 66 Short Stay Unit (SSU) & Ward 67 Pre-Admission Unit (PAU)

2. DESCRIPTION:

a. Ward 66 SSU: The mission of the Short Stay Unit (SSU) is to provide our patients with the highest quality nursing care in support of medical and surgical procedures which require care for periods of less than 24 hours, minimizing disruption to patients' lives, and decreasing the requirements for inpatient hospitalizations. The SSU consists of a 11 bed observation unit, a 8 chair Phase II recovery area, a 4 chair/1 bed Infusion Clinic and day of surgery pre-screening. Average observation census is 7, Phase II census is 15, Infusion clinic is 5 and pre-screening is 30.

b. Ward 67 PAU: The mission of the Pre-Admission Unit (PAU) is to provide safe, convenient cost-effective care to all beneficiaries. The PAU provides preoperative assessment, educational instructions and collaborates with other members of the health care team to meet the patients' individual needs for both inpatient and outpatient surgeries/procedures. The average number of patients seen during the pre-admission process is 45 per day as the unit screens for the operating room and various clinics within the facility.

3. PATIENT POPULATION SERVED:

a. Ward 66 SSU: Ward 66 serves a patient population from pediatric to geriatric who are eligible for care as designated by the Defense Eligibility and Enrollment Reporting System (DEERS) and the Patient Administration Department and require outpatient surgical services from every surgical specialty of the surgery service. The most common diagnoses include cataracts, laparoscopic cholecystectomy, septoplasty, liver biopsy, breast biopsy, in-vitro fertilization (IVF) and electoshockwave lithotripsy (ESWL).

b. Ward 67 PAU: Ward 67 serves as the surgical pre-admission unit and streamlines the surgical process by placing several of the key components of that process in one central location. The unit serves a patient population from pediatric to geriatric who are eligible for care as designated by the Defense Eligibility and Enrollment Reporting System (DEERS) and the Patient Administration Department.

4. CONDITIONS AND DIAGNOSES TREATED:

a. High Volume:

- 1) Cataracts
- 2) Laparoscopic Procedures
- 3) Septoplasty
- 4) Liver Biopsy
- 5) Breast Biopsy
- 6) IVF
- 7) ESWL

b. High Risk:

- 1) Blood & Blood Product Transfusion
- 2) IVIG
- 3) Remicade
- 4) Liver Biopsy
- 5) Renal Biopsy
- 6) Lefort Procedures
- 7) Thyroid Procedures

c. Problem Prone:

- 1) ESWL
- 2) TURB
- 3) Spinal Anesthetic Procedures

d. High Cost: None

e. Excluded Patients/Services:

- 1) Patients/personnel not included in paragraph 2.
- 2) Cardiac monitoring

5. STANDARDS OR GUIDELINES FOR PRACTICE:

- a. AR 570-4, Manpower Management, 15 May 2000.
- b. FM 8-501, The Workload Management System for Nursing, Nov 1990.
- c. WRAMC Regulations
- d. WRAMC Nursing Policies
- e. Unit level standard operating procedures
- f. American Nurses Association, Scope and Standards of Practice, 2004.
- g. ASPAN Standards
- h. Springhouse, Nursing Procedures, Lippincott, 2004. To accompany software program: Procedures, Version 2.2, Lippincott, 2004

6. TREATMENTS AND ACTIVITIES PERFORMED: All nursing activities are performed in accordance with the Scope of Practice and Competency Based Orientation. Common clinical activities include:

- a. Assessment on Admission, Transfer In, Transfer Out, each shift change and PRN.
- b. Venous Access via Lab draws, IV starts, IV D/C and Infusion Therapy.
- c. Patient and Family teaching preoperatively and postoperatively.
- d. Blood glucose monitoring.
- e. Blood and blood product transfusions.
- f. Medication administration.
- g. Pain management.
- h. Oxygen therapy.
- i. Vital signs monitoring (blood pressure, heart rate, respiratory rate, temperature and oxygen saturation).
- j. Dressing and wound care.
- k. Documentation of care provided.

7. PERSONNEL PROVIDING CARE:

a. Nursing:

- 1) Registered nurses
- 2) Licensed practical nurses
- 3) Nursing Assistants
- 4) Medical Records Technicians

b. Other Personnel:

- 1) Physicians
- 2) Anesthesiologists
- 3) Certified Registered Nurse Anesthetists
- 4) Physician Assistants
- 5) Physical Therapists
- 6) Occupational Therapist
- 7) Social Workers
- 8) Pharmacists
- 9) Dietitians
- 10) Respiratory Therapy
- 11) Radiology Technicians
- 12) Laboratory Technicians
- 13) Chaplain
- 14) Personnel Administration Clerks

c. Unit core staffing plan

SSU	ASAM Authorizations TDA 0202		Weekday Staffing Matrix (excluding Head Nurse and Wardmaster)			Weekend Staffing Matrix (excluding Head Nurse and Wardmaster)		
	Military	Civilian	Day	Evening	Night	Day	Evening	Night
RN	5	8	7	3	1	1		
LPN	7	3	4	2	1	1		
NA	8	3	5	1				
MRT		3	2	1				

PAU	ASAM Authorizations TDA 0202		Weekday Staffing Matrix (excluding Head Nurse and Wardmaster)			Weekend Staffing Matrix (excluding Head Nurse and Wardmaster)		
	Military	Civilian	Day	Eve	Night	Day	Eve	Night
RN	1	4	6					
LPN	5	2	2					
NA	1	1	2					
MRT		1	3					

8. HOURS OF SERVICE:

- a. Ward 66 SSU: Unit hours are from 0500 Monday to 1500 on Saturday.
- b. Ward 67 PAU: Unit hours are from 0830 Monday to 1730 on Friday.